

TOWN OF NORTH HAVEN PERSONNEL REQUISITION

To Requisitioner: The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. Any expressions of limitations in these areas expressed in this requisition should be warranted by a bona fide occupational or legally permissible reason.

Date Posted: July 1, 2016

Closing Date: When filled.

FROM: DIRECTOR OF FINANCE/ADMINISTRATION

DEPARTMENT: FINANCE-ASSESSOR'S
OFFICE

I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	Senior Clerk	4	\$16.55-\$18.17	\$16.55-\$23.10

PERMANENT: Yes TEMPORARY: No If Temporary, for how long? N/A WHICH SHIFT? Days

FULL TIME: Yes HOURS: 35 PART TIME: No If part time, what hours or days?

II. REASON FOR NEED

REPLACEMENT: Yes ☒ No

ADDITION: Yes No ☒ If yes, state funding.

III. REQUIREMENTS

EDUCATION: GRADE SCHOOL HIGH SCHOOL ☒ COLLEGE COMMERCIAL OTHER

EXPERIENCE:

Thorough knowledge of advanced office practices. Detailed knowledge of Connecticut General Statutes as they relate to the functions of the Assessor's Office. Experience in reading deeds, particularly as it relates to property descriptions, ownership, and ownership history. Experience in reading and updating property maps to reflect property changes. Ability to coordinate administrative functions in accordance with Connecticut General Statutes and Town policies / ordinances. Ability to coordinate various exemption programs as required by the Connecticut General Statutes and local ordinances. Position is responsible for the timely preparation of statistical and narrative reports for submission to the State Office of Policy and Management. Must maintain state sales assessment ratio file including the determination of sales comparable validity. Responsibilities will flex as office needs and requirements demand.

Experience in communicating policies, programs, and information to the general public in a calm, clear, and professional manner. Experience assisting the general public in researching information requests and handling questions while maintaining confidentiality where necessary. Must understand principles of estimating real, auto, and personal property values. Must have good math skills. Experience using computer applications including Microsoft Word, Microsoft Excel, and Microsoft Access. Experience using Computer Assisted Mass Appraisal (CAMA) software. Experience using administrative assessment systems and reports for the production of the Grand List and fulfilling various state reporting requirements. Experience in an Assessor's Office and/or C.A.A.O. Administrative Assessment Technician (A.A.T.) designation preferred.

APPROVED BY: _____SEL

_____DF/A